CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW0574					
Classification Specification: FIELD SUPERVISOR					
Salary Range:TM34					
Position Description: Street Maintenance Field Supervisor					
Incumbent:					
Location: Public Works - Street Division					

GENERAL PURPOSE:

Under the direction of the Street Superintendent, incumbent is responsible to plan, schedule, coordinate and prioritize road and field activities, and conduct such activities in a safe and productive manner.

Work is characterized by a high volume of skilled maintenance and supervisory, tasks such as: analyze and resolve problems; schedule, assign and supervise crews; conduct performance evaluations of assigned crews; investigate complaints, coordinate/schedule employee leave time, complete daily paperwork, review plans for upcoming work, requisition materials, coordinate projects, and attend pre-construction meetings; and inspect City bridges, structures and streets.

Work is performed under limited supervision. The Superintendent sets the overall objectives and resources available. Incumbent and Superintendent work together to develop the deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and uses independent judgment. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews; making recommendations to hire; training employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and approving/scheduling sick leave and vacation time.

Develop and maintain annual work plans with Street Superintendent, making adjustments and revisions throughout the year to reflect changing work loads; maintain files and records on road and field activities.

Compose a weekly work plan by prioritization of jobs, and equipment needs; coordinate with Street Superintendent.

Maintain Street Sweeping Inventory and oversee street sweeping operations; communicate with sweeping contractor to assure all streets are swept in a timely manner.

Visually inspect City bridges and structures within department jurisdiction; coordinate required bridge inspections with outside agencies; maintain files and records on bridge structures and their inspection reports.

Inspect streets, sidewalks, and other areas within street division responsibility; inform Street Superintendent of hazardous conditions per inspections or complaints and recommend appropriate action.

Attend pre-construction meetings with engineers; review and comment on blueprints; attend walk through inspections of construction projects and prepare a punch list.

Assist in budget preparation work; work closely within budget, monitoring expenditures and budget funds; provide cost estimates for budget regarding street programs.

Investigate, respond to and resolve incidents and complaints concerning the street maintenance division.

Coordinate activities with available personnel; coordinate work with other departments and supervise work sites.

Use good judgment in assigning work to capable personnel such as volunteers, King County Youth, etc.

Assist other departments during major floods or other hazardous conditions that require coordination of efforts or extra labor forces; assist other departments with public safety support.

Assist with studies of various projects such as annexations, P.M.I., and other required functions.

Conduct and/or attend crew meetings and safety training sessions, as necessary; insure that safety practices are adhered to at all times.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Fill-in for Street Superintendent in his absence, as required.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices and standards of street maintenance operations
- Methods, tools, equipment and materials used in street division
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Principals and practice of supervision and training
- Municipal government policies, procedures and structure; applicable local, state and federal laws, codes, regulations and ordinances
- Modern office practices, procedures and equipment including personal computers related software such as word processing and spreadsheets programs
- Statistical record-keeping techniques
- Research and analytical methods, practices and procedures
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices
- Safety requirements and specifications of various types of vehicles and equipment
- Bridge structures and terminology

SKILLED IN:

- Performing technical tasks related to street department
- Operating equipment used in street division maintenance and repairs
- Use of oral and written communication skills
- Training, supervising and motivating employees
- Effectively using interpersonal skills in a tactful, patient and courteous manner
- Effectively organizing and expressing ideas through oral and written communications

ABILITY TO:

- Interpret and utilize City construction standards
- Monitor maintenance activities to assure efficient, safe, and effective working condition of Public Works Street Maintenance Division
- Calculate complex cost and material estimates for proposed projects
- Maintain records and prepare reports

- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Meet schedules and time lines
- Establish and maintain effective working relationships with other employees, supervisors and the public
- Perform skilled tasks such as the reading of blueprints, maps, schematics and plans
- Read, interpret, apply and explain codes, rules, regulations, policies, and procedures
- Meet the physical requirements of the position
- Make good observations, use initiative and resourcefulness in resolving system complications; deal with a variety of variables in situations where only limited standardization exists
- Understand and carry out moderately complex oral and written instructions
- Read, comprehend, analyze, apply and explain general business correspondence and journals, technical procedures, and policies, procedures, and regulations
- Write reports, business correspondence, and procedure manuals
- Effectively communicate orally, present information and respond to questions in one-on-one situations and from groups of managers, employees and the general public
- Add, subtract, multiply, and divide
- Work independently with little direction

EDUCATION AND EXPERIENCE:

Education: High School diploma, or equivalent, supplemented by two (2) years of

post high school training or trade school in the operation, maintenance,

and repair in the field of street maintenance; and

Experience: Five (5) years experience in the operation, maintenance and repair in the

field of street maintenance. At least one (1) of the five (5) years must

include experience in a supervisory capacity.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would

demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License, or ability to obtain within 30 days of employment
- Commercial Driver's License (CDL) Class A
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Must successfully pass the City's pre-employment substance abuse screening
- Valid Traffic Control Flagging Card and First Aid/CPR Card

- Must successfully pass the City's physical agility screening
- Successfully complete the Confined Space Training as required by WAC 296-62-14511
- Ability to obtain the appropriate certificates as required by law, ordinances and department regulations in the area of work employed

MACHINES, TOOLS AND EQUIPMENT USED:

Motorized vehicles including, but not limited to, backhoes, front end loaders, 5 to 15 yard dump trucks, tap machines, heavy trucks, tractors and other heavy equipment. Required to operate and maintain assigned City vehicle, and to travel from site to site several times each day.

Standard and specialized hand and power machines, tools and equipment used in utilities maintenance include, but are not limited to, pruners, shovels, rakes, brooms, backpack blowers, hammers, viber plates, scrapers, cement mixers, chippers, power sweepers, power chain and hand saws, drills, jackhammers, ditchwitches, level and variety of specialized and small power and hand tools.

Other equipment include hard hats, safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, rubber boots, and other protective clothing.

May use typical business office machinery and equipment including, but not limited to, personal computer, telephone, facsimile, copier, calculator and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

Incumbent works indoors in an office environment to complete paperwork and other related tasks and in an outdoors environment while operating equipment and supervising and reviewing crews as they work. Exposed to unfavorable weather conditions while working outdoors. Work is performed in vaults, excavations, confined spaces and hazardous atmospheres.

Incumbent is subject to call out after normal work hours for emergency work; may also

be required to be on standby duty after hours and on weekends. Will be scheduled to work shifts, nights, weekends and holidays as needed. Will also frequently work alone during a work shift or after hours.

The noise level in the office environment is usually moderately quiet and in the outdoors environment is usually loud to very loud. Incumbent may be exposed to individuals who are disgruntled, irate, or hostile.

SIGNATU	JRES:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Approvals	S:			
Department Director/Designee Date		Employee Services Director/Designee Date		
**Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.			

Revised: 06/17/02